

Phoenix Program
Process Definition – General Ledger

Process	<i>Creating a Standard Journal Using an SJE Template</i>
Process Number	<i>GL – 012c</i>

Description of Process

Create a journal based on the Standard Journal Entry Template. Template standard journals can be used for regular periodic transactions that you charge to the same chartfield values using varying amounts. To create a template standard journal, you use an existing regular journal entry as the model. The Journal Entry Create Options establish the parameters for the instances of your standard journal as follows:

- Copy Journal Lines - copies the journal lines from the model journal to each instance of the standard journal
- Allow Journal Entries to be Modified box - enables you to add, delete and/or modify lines on the journal entries once they are created. If this option is *not* selected, you cannot modify the ChartFields on any the journal entry(ies). You can, however, modify the Amount and Description fields.
- Create Journal Entry on Save box - physically creates the journals in the system upon saving the standard journal. Each recurrence will have the same ChartFields as the original.

Template journals should only be created for open account periods. Any Department of Transportation (DOT) template journal affecting cash (100-150 accounts) must have approval by the DOT Project Costing Team.

Input to Process

The Standard Journal Entry Template previously entered into PeopleSoft and used to create new journals using the Journal Create Options.

Output of Process

Journal(s) with the same chartfields as the model upon which the Standard Journal Entry Template is based, with zero amounts. These journals must be Edited and Budget Checked prior to posting in their respective periods.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

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Function	Panel Group
Use	Standard Journal Entry

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Business Process Description

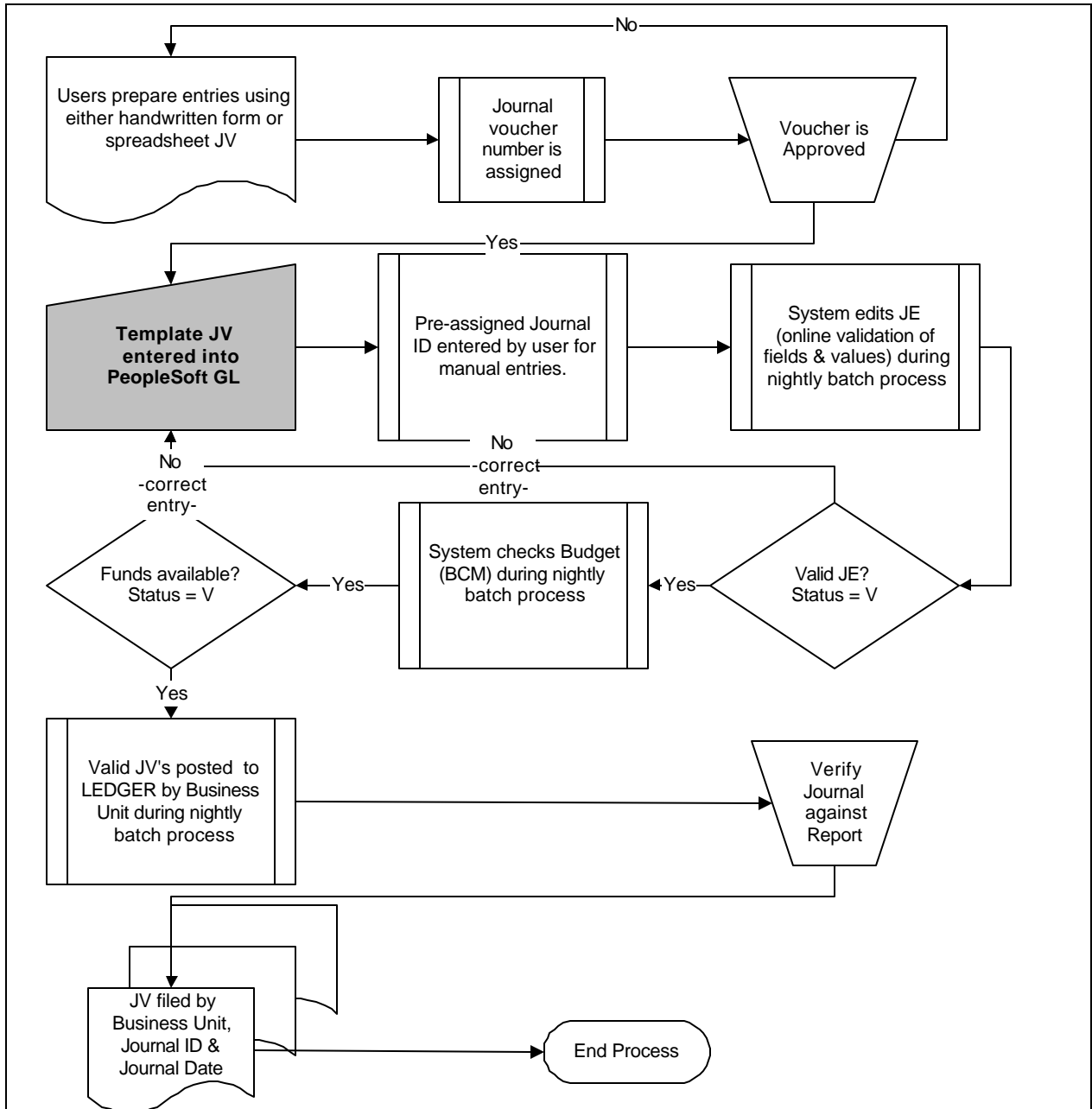
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Open the Standard Journal Entry Template</u></p> <p>Using Update/Display, open the Standard Journal Entry Template. Enter the following information pertaining to the standard journal you wish to use:</p> <ul style="list-style-type: none"> • Business Unit • Standard journal • Model Journal ID • Model Journal Date 	Agency
<p><u>Step 2: Establish Schedules and Journal Entry Create Options</u></p> <ul style="list-style-type: none"> • From the Schedule drop down box, select MONTHEND. This indicates the date on which this journal will be created which, in this case, will be the last day of the month. Enter 11/30/98 to 12/31/98 in the From/To Dates field. These fields represent the date range for which the instances will be created. Standard Journals should only be created for open periods. The Schedule option may not be used at the State of Georgia. • Turn on the Copy Journal Lines box. This will copy the journal lines from the model journal to all instances of your template journal. In addition, it will enable the Allow Journal Entries to be Modified check box. • Turn on the Allow Lines to be Modified box (this is the default). This will enable you to add, delete and/or modify lines on the template journal entries once they are created. If left unchecked, you can only modify the Amount and the Description fields. • Turn on the Create Journal Entry on Save option. Upon saving, this will physically create the journals in the system for the specified Schedule and Date Range. 	Agency
<p><u>Step 3: Save the Standard journal Entry Template</u></p> <p>The Standard Journal Entry Template is now saved. If the Schedule and Date Range are not specified, a Template Journal Date Box will become available for you to enter the date you want on your journal when it is created. The journal entries that are created on save (see Step 2) will appear the next time you go into the Journal Entry or Journal Entry – Base Currency Panel Groups. These journals are now ready to be modified. Once changed, the journals are ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.</p>	Agency

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Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):



Process Signoff

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Tested By
Date Tested